



ORGANIC SYSTEM PLAN UPDATE – CROP PRODUCERS

Tip! The USDA organic standards require farms seeking certification to develop an Organic System Plan detailing how organic crops are produced. This plan is an agreement between the farm and a certifying agent on how organic crops will be grown and handled. Each winter a WSDA certified producer must renew their certification. The annual renewal is accomplished in part by submitting any changes, amendments, additions or deletions to the information you have previously submitted to our office.

1. Review your current Organic System Plan.

Locate your copies of the Organic System Plan and all updates you have sent to the WSDA in order to answer the below questions. If uncertain about what practices and procedures you've already notified us about, contact our office for assistance or complete a full **Crop Producer Organic System Plan** again. This update is only accurate if you are sure which practices are already described in your plan.

2. Provide details about changes to your farm practices.

If you indicate "**Yes changes**" have occurred compared to the information on file with WSDA, you are responsible for submitting the updated sections and/or forms to our office.

- Download electronically fillable versions of the Organic System Plan Sections on our website at: <http://agr.wa.gov/FoodAnimal/Organic/FoodProducers.aspx#Renewal>
- Download the Site Application and Organic Site Map Requirements on our website at: <http://agr.wa.gov/FoodAnimal/Organic/FoodProducers.aspx#NewSite>
- Or contact our staff at 360-902-1805, organic@agr.wa.gov to request hardcopies of an applicable section or form.

3. Confirm areas of your production that have not changed.

If you indicate "**No changes**" for all Organic System Plan sections below, WSDA Organic Program will assume that no changes have or will occur to your practices and the information on file with WSDA remains accurate. If your Organic System Plan is found inaccurate at the time of inspection, a Notice of Noncompliance may be issued.

4. Submit your list of planned input materials.

Your Material Inventory is a list of all inputs (fertilizers, pesticides, and production aids) you intend to use on your organic operation. You may submit your Material Inventory by email or you may submit a hard-copy with your renewal application forms.

- **Email** - In order to save time and paperwork, we have emailed a copy of your Materials Inventory pre-filled with the materials you used this last production season. Although a blank Material Inventory form is provided in your renewal packet; it is not necessary to complete if you email us back an updated version of your Material Inventory.
- **With Your Application** - If your email address wasn't on file, we included a paper copy of your Materials Inventory from last production season in your hard-copy packet. A blank form is also included for your convenience.

Tip! The Organic System Plan form is built to be a dynamic and living document. At any point throughout the year you may update information and practices that have changed compared to what is on file with WSDA. The most recent information you submit will supersede previous submissions. Major changes must be approved by WSDA prior to implementation to avoid compliance action.



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Business Name:	Certification Number:
County/State:	Date:
Name of Individual Completing this Form:	Title:

Section A. Seeds (AGR 2121)

Are there any changes to your methods of obtaining organic seeds, the documenting of your attempts to source organic seeds first, or your process for verifying compliance of nonorganic seeds?

☐ = Yes changes
Attach New Section

Tip! Have a list of the non-organic seeds and documentation that they are not treated or genetically modified at your annual inspection. Nonorganic seeds may be used only if organic forms are not commercially available.

☐ = No changes

Section B. Annual Transplants (AGR 2121)

Are there changes to your source or your production of organic annual transplants?

☐ = Yes changes
Attach New Section

Tip! Annual seedlings must be certified organic to produce an organic crop.

☐ = No changes

Section C. Perennial Stock: Planting and Grafting (AGR 2121)

Are there changes to how you source compliant perennial stock or how you graft perennial stock on your farm?

☐ = Yes changes
Attach New Section

Tip! Nonorganic planting or grafting stock may be used only if organic forms are not commercially available.

☐ = No changes

Section D. Soil Fertility and Crop Nutrient Management (AGR 2121)

Are there any changes to your soil fertility practices or your fertility monitoring and testing methods?

☐ = Yes changes
Attach New Section

Tip! You must have systems in place to monitor soil fertility and must have records available at inspection to verify your compost feed stocks and manure applications dates.

☐ = No changes



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Section E. Biodiversity and Resource Conservation (AGR 2121)

Are there changes to how you manage biodiversity and conserve natural resources or how you maintain and improve the quality of soil and water?

☐ = Yes changes
Attach New Section

Have your cover crop or crop rotation practices changed?

Tip! Crop rotation systems must maintain or improve soil organic matter content; provide for weed, pest and disease management in crops; manage deficient or excess plant nutrients; and provide erosion control.

☐ = No changes

Section F. Weed Management Practices (AGR 2121)

Are there changes to how you prevent weeds or monitor the effectiveness of your weed control practices?

☐ = Yes changes
Attach New Section

Tip! You must implement management practices to prevent weeds. These practices may include crop rotation, sanitation, cultural practices, mechanical methods, and physical methods. Preventive practices must be tried and found to be ineffective before the use of materials to control weeds.

☐ = No changes

Section G. Pest Management Practices (AGR 2121)

Are there changes to how you prevent crop pests or monitor the effectiveness of your pest control practices?

☐ = Yes changes
Attach New Section

Tip! You must implement management practices to prevent crop pests. These practices may include crop rotation, sanitation, cultural practices, mechanical methods, and physical methods. Preventive practices must be tried and found to be ineffective before the use of materials to control pests.

☐ = No changes

Section H. Disease Management Practices (AGR 2121)

Are there changes to how you prevent crop diseases or monitor the effectiveness of your disease control practices?

☐ = Yes changes
Attach New Section

Tip! You must implement management practices to prevent and suppress crop diseases. These practices may include crop rotation, sanitation, cultural practices, mechanical methods, and physical methods. Preventive practices must be tried and found to be ineffective before the use of materials to control diseases.

☐ = No changes



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Section I. Farm Equipment (AGR 2121)

Do you have a new practice for sharing equipment between organic and conventional crops or have your practices for cleaning shared equipment changed?

☐ = Yes changes

Attach New Section

Tip! Records regarding harvest, including the cleaning of the harvest equipment, by an outside business must be available during your inspection.

☐ = No changes

Section J. Harvest and Transportation (AGR 2121)

Are there any changes to the harvest or transportation of organic crops, including details on the harvest containers you use or the responsible parties for harvest or transportation?

☐ = Yes changes

Attach New Section

Tip! Your practices and procedures must prevent organic products from commingling with non-organic products and from coming into contact with prohibited substances.

☐ = No changes

Section K. Storage (AGR 2121)

Are there any changes to how you store organic crops?

☐ = Yes changes

Are there any changes to how you prevent and manage pests within your storage facility?

Attach New Section

Tip! Ensure you have provided details about off-site storage as well as on-farm storage of your crops.

☐ = No changes

Section L. Packing (AGR 2121)

Are there any changes to how you pack organic crops?

☐ = Yes changes

Are there any changes to how you prevent and manage pests within your packing facility?

Attach New Section

Tip! The packing of another producer's organic crops must be disclosed. The cleaning and sanitation of food contact surfaces and equipment must also be recorded.

☐ = No changes

Section M. Recordkeeping (AGR 2121)

Are there any changes to your recordkeeping systems or practices?

☐ = Yes changes

Attach New Section

Tip! All records regarding organic production and transactions must be made available during every announced inspection. Failure to have records available may result in compliance action and additional inspections at a rate of \$40/hour plus travel costs.

☐ = No changes



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Section N. Wild Harvest (AGR 2121)

☐ N/A No Wild Harvesting

Are there any changes to your wild harvest practices?

☐ = Yes changes

Attach New Section

Tip! A wild crop must be harvested in a manner that ensures that such harvesting or gathering will not be destructive to the environment and will sustain the growth and production of the wild crop.

☐ = No changes

Product Labels and Marketing Information

Are there changes to how you label and market organic crops or products?

☐ = Yes changes

Attach New Section

Tip! Remember to attach draft copies of any new or revised organic or transitional labels. Labels must be approved prior to use in the marketplace.

☐ = No changes

Production Sites – Adjoining Land Use, Buffers and Borders

Are there any changes to adjoining land that will require a revised buffer and border on your organic site(s)?

☐ = Yes changes

**Attach a revised
map for your
Organic Site(s)**

Tip! Refer to the WSDA Organic Site Application and Map Requirements when submitting any updates to your site buffers and borders.

☐ = No changes

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Or contact our staff at 360-902-1805, organic@agr.wa.gov to request hardcopies of our forms.